

3364-25-110                    **Probationary period.****(A) Policy statement**

Employees of the university of Toledo will serve a probationary period as follows:

- (1) Classified civil service shall serve a probationary period following an original appointment;
- (2) All promotions shall have a probationary period; or
- (3) Transfers laterally from one job to another or transfer to a voluntary demotion.

**(B) Purpose of policy**

The purpose is to advise employees of the probationary period process.

**(C) Scope**

This policy applies to hourly classified, classified salaried, and unclassified hourly employees not covered by a collective bargaining agreement.

**(D) Procedure**

- (1) Each employee in the classified civil service shall serve a probationary period following an original appointment. If the employee's services are found unsatisfactory, the employee may be removed at any time during his/her probationary period after completion of sixty days or one-half of the probationary period, whichever is greater. Probationary employees who are absent from work three times or more during the probation, or who show a pattern of tardiness may be subject to probationary removal at any time during the probationary period. Whenever an employee is given a probationary removal, a written statement of the reasons for such removal, showing the areas in which the employee's service was not satisfactory, shall be given to the employee and to the human resources department. The human resource department must approve all probationary removals.

- (2) The probationary period for all newly hired or promoted classified and unclassified employees shall be one hundred twenty calendar days for all positions unless otherwise indicated. The probationary period shall be one hundred eighty calendar days for certain positions. Any positions not assigned to a classification salary base shall use the starting point for the position for probationary period determination. Longer probationary periods may be authorized for specific job classifications if included in the classification specification. Time spent on leaves of absence shall not be counted as part of the probationary period.
- (3) Regular part-time employees who work a portion of each normal working day shall have their probationary period determined by the number of calendar days following appointment in the same manner as full-time employees. Employees who work an irregular schedule or who work less than the normal number of working days per week shall have their probationary period determined ~~on the basis of~~ based on time actually worked.
- (4) All promotions shall have a probationary period of one hundred twenty days. If promoted employees are found to be unsatisfactory in the advanced positions, the employee shall, upon submission of a probationary evaluation showing the reasons why such employee's service was found to be unsatisfactory, be demoted to the positions from which the employee was promoted or to similar positions. Upon such demotion, the employee's salary shall be the same as the employee was receiving prior to such promotions, except for changes in pay rate that may have occurred or any step increase to which the employee would have been entitled in the lower classifications.
- (5) If employees transfer laterally from one job to another or take a voluntary demotion, the employee shall have a thirty day trial period during which the employee may return or be asked to return to the position which the employee-previously held. If the supervisor determines the employee is unable to perform the job satisfactorily, within the first forty-five calendar days, the

employee returns to the same position the employee previously held.

Effective: 12/7/2020

CERTIFIED ELECTRONICALLY

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Certification

11/25/2020

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Date

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